

Office of Training

SCHEDULE  
OF  
COURSES

JANUARY - JUNE 1974

Tentative July - December 1974

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The following courses are no longer being offered by the Office of Training and are not listed in this Schedule:

Clerical Refresher - Shorthand Dictation  
Clerical Refresher - Typing Techniques  
Intelligence Briefing  
File Procedures Seminar  
Forms Management Seminar  
Records Disposal Seminar  
Counterintelligence Operations  
Geography of China  
Introduction to Map Reading & Imagery Analysis  
Performance Appraisal Workshop\*  
Planning & Control of Work  
USSR Country Survey \*

25X1A

Politics Workshop  
Microfilm Information Systems  
Reading Improvement

\*With the exception of those conducted at the request of an individual component.

The following courses have been renamed and appear under the new titles:

<u>Former Title</u>	<u>New Title</u>
Scientific & Technical Operations	Scientific & Technical Collection for DO Officers
Clandestine Services Records I	Operational Records I
Clandestine Services Records II	Operational Records II
Clandestine Services Records III	Operational Records III
Information Science for Management	Information Science Orientation for Managers
Special Clandestine Operations Orientation for DDS&T	DDO Operations Orientation for DDS&T
Support Services Review: Trends and Highlights	Management & Services Review: Trends and Highlights
Application of Information Science to Intelligence Functions	Information Science for Intelligence Functions
Survey of Intelligence Information Systems	Survey of Intelligence Information Handling Systems
Defensive Driving	Countering Terrorist Tactics
Leadership Conference	Executive Conference

25X1A

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## OFFICE OF TRAINING

## SCHEDULE OF COURSES

	1974 Jan - Jun	1974 Jul - Dec
Administrative Procedures 4 days - full-time	7 - 10 Jan 18 - 21 Mar 15 - 18 Apr 3 - 6 Jun	9 - 12 Sep 21 - 24 Oct 2 - 5 Dec
Advanced Intelligence Seminar 3 weeks - full-time	9 - 29 Jan 5 - 25 Jun	26 Aug - 13 Sep
Advanced Management 3 weeks - full-time	4 - 22 Feb 3 - 21 Jun	9 - 29 Sep
Advanced Operations 8 weeks - full-time	7 Jan - 1 Mar 1 Apr - 24 May	23 Sep - 15 Nov
25X1A [REDACTED] 2 weeks - full-time	Given on request	
Anti-Narcotics Operations Course 1 week - full-time	13 - 17 May	21 - 25 Oct
Basic Operations 16 weeks - full-time	18 Feb - 7 Jun	23 Sep - 17 Jan 75
Chiefs of Station Seminar 2 weeks - part-time	4 - 15 Feb 1 - 12 Apr 3 - 14 Jun	
China Familiarization 1 week - full-time	4 - 8 Feb 6 - 10 May	30 Sep - 4 Oct 11 - 15 Nov
25X1A [REDACTED] (DO/EA) 1 week - full-time	25 Feb - 1 Mar 20 - 24 May	To be announced
CIA - Today & Tomorrow 3 days - full-time	15 - 17 Jan 23 - 25 Apr 25 - 27 Jun	1 - 3 Oct 10 - 12 Dec

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	1974 Jan - Jun	1974 Jul - Dec
Countering Terrorist Tactics Course 1 week - full time	7 - 11 Jan 11 - 15 Feb 11 - 15 Mar 15 - 19 Apr 20 - 24 May 17 - 21 Jun	15 - 19 Jul 19 - 23 Aug 16 - 20 Sep 21 - 25 Oct 18 - 22 Nov 9 - 13 Dec
Counterintelligence Survey 1 week - full-time	To be announced	
DDO Operations Orientation for DDS&T 1 week - full-time	29 Apr - 3 May	16 - 20 Sep
Effective Briefing 10 weeks - part-time (Friday morning)	4 Jan - 8 Mar 15 Mar - 17 May	6 Sep - 8 Nov
Effective Writing 4 weeks - part-time	7 - 30 Jan 4 - 15 Mar* 29 Apr - 22 May	9 Sep - 2 Oct 15 Oct - 7 Nov 18 Nov - 11 Dec
Executive Conference 5 days - full-time		9 - 13 Dec
Field Administration 3 weeks - full-time	14 Jan - 1 Feb 25 Feb - 15 Mar 22 Apr - 10 May 10 - 28 Jun	12 - 30 Aug 4 - 22 Nov
Fundamentals of Budgeting 4 days - full-time Plus one day the following week	14 - 17 Jan 11 - 14 Feb 18 - 21 Mar 15 - 18 Apr 13 - 16 May 17 - 20 Jun	9 - 13 Sep 7 - 11 Oct 4 - 8 Nov 9 - 13 Dec
Fundamentals of Supervision and Management 1 week - full-time	25 - 29 Mar 15 - 19 Apr 13 - 17 May	30 Sep - 4 Oct 21 - 25 Oct 2 - 6 Dec
Information Reporting, Reports, and Requirements 3 weeks - full-time	14 Jan - 1 Feb 18 Mar - 5 Apr 6 - 24 May	16 Sep - 4 Oct 4 - 22 Nov

\*Compressed into 2 weeks

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	1974 Jan - Jun	1974 Jul - Dec
Information Reports	25 Feb - 1 Mar	26 - 30 Aug
Familiarization	22 - 26 Apr	21 - 25 Oct
1 week - full-time	10 - 14 Jun	9 - 13 Dec
Information Science for Intelligence Functions	19 Feb - 15 Mar	To be announced
4 weeks - full-time		
Information Science Orientation for Managers	6 - 10 May	To be announced
1 week - full-time		
Instructor Training Workshop	Given on request	
Intelligence in World Affairs	7 - 25 Jan	8 - 26 Jul
3 weeks - full-time	1 - 19 Apr	9 - 27 Sep
	20 May - 7 Jun	21 Oct - 8 Nov
		2 - 20 Dec
Intelligence Production	25 Feb - 19 Apr	16 Sep - 1 Nov
8 weeks - full-time		
Intelligence Research Techniques	Given on request	
4 weeks - part-time		
Intelligence Writing Workshop	8 Jan - 7 Feb	2 - 6 Jul
4 weeks - part-time	5 - 28 Mar	8 - 31 Oct
(Tu - Th a.m.)	30 Apr - 23 May	
Language Courses	See page 7	
Latin American Area Seminar	29 Jan - 16 Apr	
12 weeks - part-time		
(usually Tues p.m.)		
Management and Services Review:	21 - 25 Jan	9 - 13 Sep
Trends & Highlights	25 - 29 Mar	21 - 25 Oct
1 week - full-time	20 - 24 May	9 - 13 Dec
Managerial Grid	17 - 22 Mar	22 - 27 Sep
1 week - full-time	7 - 12 Apr	20 - 25 Oct
	19 - 24 May	17 - 22 Nov

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	1974 Jan - Jun	1974 Jul - Dec
Midcareer Course 5 weeks - full-time	27 Jan - 1 Mar 17 Mar - 19 Apr 5 May - 7 Jun	25 Aug - 27 Sep 6 Oct - 8 Nov 17 Nov - 20 Dec
Office Management 4 days - full-time	22 - 25 Jan 26 - 29 Mar 21 - 24 May	24 - 27 Sep 19 - 22 Nov
Operational Indoctrination for OTS 2 weeks - full-time	8 - 19 Apr	30 Sep - 11 Oct
Operational Records I 2 days - full-time	10 - 11 Jan 14 - 15 Feb 28 - 29 Mar 2 - 3 May	5 - 6 Sep 10 - 11 Oct 5 - 6 Dec
Operational Records II 1 week - part-time	14 - 18 Jan 19 - 22 Feb 1 - 5 Apr 6 - 10 May	9 - 13 Sep 14 - 18 Oct 9 - 13 Dec
Operational Records III 1 day - full-time	25 Feb 10 Jun	16 Sep 16 Dec
Operations Support 3 weeks - full-time	28 Jan - 15 Feb 1 - 19 Apr 28 May - 14 Jun	15 Sep - 4 Oct 4 - 22 Nov
Orientation for Overseas 3 days - full-time	5 - 7 Feb 5 - 7 Mar 7 - 9 May 4 - 6 Jun	16 - 18 Jul 17 - 19 Sep 29 - 31 Oct 10 - 12 Dec
25X1A [REDACTED] 2 weeks - full-time	Given on request	
Project Officer in the Contract Cycle 1 week - full-time	11 - 15 Feb	15 - 19 Jul 7 - 11 Oct 18 - 22 Nov

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25X1A

[REDACTED]  
1 day - full-time

1974  
Jan - Jun

1974  
Jul - Dec

9 Jan  
23 Jan  
6 Feb  
20 Feb  
6 Mar  
20 Mar  
3 Apr  
17 Apr  
1 May  
15 May  
29 May  
12 Jun  
26 Jun

Scientific & Technical  
Collection for DO Officers  
2 weeks - full-time

3 - 14 Jun

Senior Seminar  
2 months (approx.) - full-time

10 Mar - 10 May

22 Sep - 27 Nov

Soviet Bloc Operations (DO/SB)  
8 days - full-time

21 - 31 Jan  
27 Mar - 5 Apr  
22 Apr - 1 May  
17 - 26 Jun

12 - 21 Aug  
25 Nov - 4 Dec

Survey of Intelligence  
Information Handling Systems  
3 weeks - full-time

14 Jan - 1 Feb  
28 May - 14 Jun

To be announced

Vietnam Operations (DO/EA)  
2 weeks - full-time

21 - 31 Jan  
19 Feb - 1 Mar  
18 - 28 Mar  
15 - 25 Apr  
20 - 31 May  
17 - 28 Jun

22 Jul - 1 Aug  
19 - 29 Aug  
23 Sep - 3 Oct  
22 Oct - 1 Nov  
18 - 29 Nov  
16 - 20 Dec

Vietnam Orientation (DO/EA)  
2 weeks - full-time

7 - 18 Jan  
4 - 15 Feb  
4 - 15 Mar  
1 - 12 Apr  
6 - 17 May  
3 - 14 Jun

8 - 19 Jul  
5 - 16 Aug  
9 - 20 Sep  
8 - 18 Oct  
4 - 15 Nov  
2 - 13 Dec

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	1974 Jan - Jun	1974 Jul - Dec
Vietnam Wives Orientation	15 Jan	16 Jul
2nd Tuesday of Vietnam	12 Feb	13 Aug
Orientation (DO/EA)	12 Mar	17 Sep
	9 Apr	15 Oct
	14 May	12 Nov
	11 Jun	10 Dec



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LANGUAGE TRAINING COURSES\*  
(3 students minimum)

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Beginning Dates 1974

Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov
Chinese 01C	FAM	PT	40 hours	TO BE NEGOTIATED						
Chinese 11C	RSU	FT	44 weeks	7	-	-	-	8	-	-
Chinese 21C	RSU	PT	1400 hours	TO BE NEGOTIATED						
Chinese 71C	R	FT	26 weeks	TO BE NEGOTIATED						
Chinese 81H	R	PT	38 weeks	-	-	-	-	-	16	-
Chinese 82H	R	PT	38 weeks	-	-	-	-	-	16	-
Chinese 83H	R	PT	38 weeks	-	-	-	-	-	16	-
French 11C	RSU	FT	24 weeks	7	-	4	6	8	9	4
French 19C	RSU	FT	12 weeks	7	-	4	6	8	9	4
French 21C	RSU	PT	400 hours	7	-	4	6	8	9	4
French 21H	RSU	PT	38 weeks	-	-	-	-	-	16	-
French 22H	RSU	PT	38 weeks	-	-	-	-	-	16	-
French 81C	R	PT	240 hours	7	-	-	-	8	-	-
French 81H	R	PT	38 weeks	-	-	-	-	-	16	-

\*For course descriptions see OTR Catalog

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Beginning Dates 1974

Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov
French 82H	R	PT	38 weeks	-	-	-	-	-	16	-
French 91H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-
French 92H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-
German 11C	RSU	FT	24 weeks	7	-	4	6	8	9	4
German 21C	RSU	PT	500 hours	7	-	4	6	8	9	4
German 21H	RSU	PT	38 weeks	-	-	-	-	-	16	-
German 22H	RSU	PT	38 weeks	-	-	-	-	-	16	-
German 81C	R	PT	300 hours	TO BE NEGOTIATED						
German 91H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-
German 92H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-
Greek 11C	RSU	FT	36 weeks	7	-	-	6	-	9	-
Greek 21C	RSU	PT	800 hours	TO BE NEGOTIATED						
Greek 81C	R	PT	500 hours	TO BE NEGOTIATED						
Indonesian 11C	RSU	FT	24 weeks	-	-	-	6	-	-	4
Indonesian 81C	R	PT	200 hours	TO BE NEGOTIATED						

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Beginning Dates 1974

Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov
Italian 11C	RSU	FT	24 weeks	7	-	-	6	-	9	-
Italian 19C	RSU	FT	12 weeks	TO BE NEGOTIATED						
Italian 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Italian 81C	R	PT	240 hours	TO BE NEGOTIATED						
Japanese 11C	RSU	FT	44 weeks	-	-	-	-	-	9	-
Japanese 21H	RSU	PT	38 weeks	-	-	-	-	-	16	-
Japanese 22H	RSU	PT	38 weeks	-	-	-	-	-	16	-
Lao 11C	RSU	FT	32 weeks	7	-	-	6	-	9	-
Persian 01C	FAM	PT	30 hours	TO BE NEGOTIATED						
Persian 11C	RSU	FT	36 weeks	7	-	-	-	-	9	-
Persian 31C	SU	FT	24 weeks	TO BE NEGOTIATED						
Persian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Polish 11C	RSU	FT	42 weeks	7	-	-	6	-	9	-
Polish 21C	RSU	PT	900 hours	TO BE NEGOTIATED						
Polish 81C	R	PT	500 hours	TO BE NEGOTIATED						

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Beginning Dates 1974

Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov
Portuguese 11C	RSU	FT	24 weeks	7	-	-	6	-	9	-
Portuguese 19C	RSU	FT	12 weeks	7	-	-	6	-	9	-
Romanian 11C	RSU	FT	24 weeks	TO BE NEGOTIATED						
Romanian 21C	RSU	PT	500 hours	TO BE NEGOTIATED						
Romanian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Russian 01H	FAM	PT	20 hours	-	11	-	6	-	16	-
Russian 11C	RSU	FT	42 weeks	7	-	-	6	-	9	-
Russian 21C	RSU	PT	900 hours	7	-	-	6	-	9	-
Russian 23H	RSU	PT	38 weeks	-	-	-	-	-	16	-
Russian 81C	R	PT	500 hours	TO BE NEGOTIATED						
Russian 81H	R	PT	38 weeks	-	11	-	-	-	16	-
Russian 82H	R	PT	38 weeks	-	-	-	-	-	16	-
Russian 85H	R	PT	110 hours	-	-	-	-	-	16	-
Russian 86H	R	PT	110 hours	-	-	-	-	-	16	-
Russian 88H	R	PT	110 hours	-	-	-	-	-	16	-
Russian 91H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-
Russian 92H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-

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Course	Type	FT/PT	Length	Beginning Dates 1974						
				Jan	Feb	Mar	May	Jul	Sep	Nov
Spanish 11C	RSU	FT	24 weeks	7	-	4	6	8	9	4
Spanish 19C	RSU	FT	12 weeks	7	-	4	6	8	9	4
Spanish 21C	RSU	PT	400 hours	7	-	4	6	8	9	4
Spanish 21H	RSU	PT	38 weeks	-	-	-	-	-	16	-
Spanish 22H	RSU	PT	38 weeks	-	-	-	-	-	16	-
Spanish 81C	R	PT	240 hours	7	-	-	-	8	-	-
Spanish 81H	R	PT	38 weeks	-	-	-	-	-	16	-
Spanish 82H	R	PT	38 weeks	-	-	-	-	-	16	-
Spanish 91H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-
Spanish 92H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-
Swedish 11C	RSU	FT	20 weeks	7	-	-	6	-	9	-
Swedish 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Swedish 81C	R	PT	240 hours	TO BE NEGOTIATED						
Thai 01C	FAM	PT	30 hours	TO BE NEGOTIATED						
Thai 11C	RSU	FT	32 weeks	7	-	-	6	-	9	-

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				Beginning Dates 1974						
Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov
Turkish 11C	RSU	FT	36 weeks	-	-	4	-	-	9	-
Vietnamese 11C	RSU	FT	36 weeks	7	-	-	-	-	9	-
Vietnamese 19C	RSU	FT	6 weeks	TO BE NEGOTIATED						
Vietnamese 81C	R	FT	240 hours	TO BE NEGOTIATED						

RSU - Reading, Speaking and Understanding  
SU - Speaking and Understanding  
R - Reading Only  
FAM - Familiarization  
FT - Full-time  
PT - Part-time  
C - Chamber of Commerce  
H - Headquarters

For course descriptions see OTR Catalog

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